



STATE OF CALIFORNIA

CALIFORNIA SCHOOL FINANCE AUTHORITY

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Katrina Johantgen
Executive Director

MEMBERS

Bill Lockyer, Chairman
State Treasurer

Michael Cohen
Department of Finance

Tom Torlakson
Superintendent of Public Instruction

JOB OPPORTUNITY BULLETIN

CLASS: STUDENT ASSISTANT

TENURE: Temporary

TIME BASE: Intermittent

SALARY: \$9.00 - \$12.13 per hour

Salary is based on a combination of completed college units and hours worked.

POSITION IS LOCATED IN LOS ANGELES

The final filing date has been extended. No need to reapply if you have already done so.

Under the general direction of the Executive Director, performs duties for the State Charter School Facilities Incentive Grants Program which provides Federal funds as facilities aid to California public charter schools. Duties include, but are not limited to:

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Review applications for grant funding to determine eligibility, award amount and legal status based on established statutory and regulatory requirements (Federal and State); prepare reports and make recommendations thereon for the Executive Director, Authority members and U.S. Department of Education for consideration and presentation.
- Provide review of application documents; make content judgment on documents to ensure that the interests of the Authority, the State and the U.S. Department of Education are clearly represented and that any and all financial computations are accurate; advise the Executive Director on the status of each application, including standing with the chartering entity, level of low income students served, and overcrowding in the district, legal status, etc.
- Coordinate the collection and distribution of information from charter schools, school districts, various State and Federal agencies, and other interested parties. Prepare and monitor grant agreements with sub grantees to carry out the responsibilities of the Authority, including conducting due diligence of sub grantees' eligibility and processing semi-annual or quarterly disbursements, as specified.
- Maintain data bases and other processes necessary to record, monitor and report on the status of all grant funding provided to sub grantees and available under the grant program.

- Assist with any rulemaking process necessary to amend the regulations required for the State Charter School Facilities Incentive Grants Program.
- Research alternative methods for determining a charter school's level of service to California public school pupils who meet the definition of low-income; and the school district's level of overcrowding.

To view a copy of the duty statement, please visit <http://www.treasurer.ca.gov/careers/>

DESIRABLE QUALIFICATIONS:

- Computer skills, including PC word processing and spreadsheets.
- Ability to communicate effectively, as well as to establish and maintain cooperative working relationships with others contacted daily.
- Good work habits and dependability.
- Ability to gather data.
- Ability to work independently and accurately under very restrictive time frames, while adjusting to changing conditions.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are currently enrolled in a minimum of **6 college units**. **Transcripts and proof of enrollment are required. Please complete the Standard State Application (Form 678),** www.spb.ca.gov/employment/stateapp.htm

Please write "Student 298-002-4870-900" on your state application/resume.

FINAL FILING DATE:

Applications will be accepted **until filled**. **No faxed or emailed applications will be accepted.**

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100 CALNET (916) 453-3100

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